

**Minutes of the Online Meeting of the IQAC  
held on 22-9-2020, 10.30 a.m.**

**PRESENT:**

1. Prof.(Dr.) Sabu Thomas, Vice-Chancellor
2. Prof.(Dr.) C.T Aravindakumar, Pro Vice Chancellor
3. Prof.(Dr.) Prakash Kumar B, Registrar
4. Dr. Sreejith C.M, Controller of Examinations
5. Smt. Valsamma Karunakaran, Joint Registrar in Charge of Finance Officer
6. Prof.(Dr.) Robinet Jacob, Director, IQAC
7. Dr. Sylas V.P, Joint Director, IQAC.
8. Prof.(Dr.) Jayachandran K, Director, School of Bio Sciences
9. Prof.(Dr.) Beena Mathew, Director, School of Chemical Sciences.
10. Prof.(Dr.) Bismi Gopalakrishnan, School of Indian Legal Thought
11. Prof.(Dr.) Johney Johnson, School of Management and Business Studies
12. Dr. Sajimon Abraham, School of Management and Business Studies
13. Smt. Josmin Jose, Marthoma College, Thiruvalla

Meeting started at 10.30 am through Online. Prof. (Dr.) Sabu Thomas, Vice-Chancellor presided over the meeting. He extended a warm welcome to all. The meeting discussed the following items

**1. Outcome Based Education (OBE)**

Importance of OBE and the steps taken for its implementation, including the workshop by the resource persons from IIT Chennai, are explained. Even though the pandemic Covid 19 has delayed the implementation process, we have to try hard to implement Outcome Based Syllabus from this academic year itself. In this situation an implementation committee is formed with the following members.

## Implementation Committee

Pro Vice Chancellor (Chairman)	Prof (Dr) A.M Thomas
Director, IQAC	Joint Director, IQAC
Prof (Dr) K.M Krishnan	Prof (Dr) Santhosh P Thampi
Prof (Dr) Harikumaran Nair	Prof (Dr) A. P Thomas
Dr. Noushad PP	Dr. Anas S
Dr. Toney K Thomas	Dr. Subila K.B
Dr. Roshna Varghese	Dr. Asha JV

Meeting decided to implement Outcome Based Syllabus from this academic year itself. A schedule of the Implementation of OBE, as shown below, is also approved.

Sl No	Activity	Date
1	Training Workshop for all faculty members	25 September 2020
2	Training Workshop to NAAC Co-ordinator and one Faculty member from each School/ Centres offering PG programmes	29 <sup>th</sup> September 2020
3	Submission of draft syllabus to Pro-Vice Chancellor	16 <sup>th</sup> October 2020
4	Clinic Sessions in different Schools	19-23 October 2020
5	Final submission of syllabus	30 <sup>th</sup> October 2020
6	Launching of OBE	2 <sup>nd</sup> November 2020

### 2) Data Management Portal

Dr. Sajimon Abraham who is in charge of Developing IQAC Management Information System explained its progress. Meeting approved the extension of contract in respect of Smt. Rakhi Sharma, Web Application Developer (on contract basis) for IQAC Management Information System till the development is over. Following schedule for the implementation of IQAC MIS is also approved.

SI No	Activity	Date
1	On site Training as on request for FMS for faculty members	23-25 September 2020
2	Workshop for School IQAC co-ordinators and School Administrative Office staff on updation of Department, student, research, student feed back modules	30 <sup>th</sup> September 2020
3	Completion of FMS updation by Faculty members	3 <sup>rd</sup> October 2020
4	Trial report generation from FMS module on faculty related details for NAAC 7 criteria committee review process	4 <sup>th</sup> October 2020
5	Sending the trial report to concerned Schools and taking feedback from HOD for addressing missing data and required corrections	10 <sup>th</sup> October 2020
6	Review on updation of on department , student and research data by School IQAC Co-ordinator Administrative Office staff by taking trail report	15 <sup>th</sup> October 2020
7	Completion FMS updation by Faculty members in all respect	17 <sup>th</sup> October 2020
8	Completion of department , student and research data by School IQAC Co-ordinator Administrative Office staff	24 <sup>th</sup> October 2020
9	Combined Presentation of Completed IQAC Data Management System (IQAC - MIS)	27 <sup>th</sup> October 2020, Tuesday
10	Formal Inauguration & Launching of the System by Honourable Chancellor , the Governor of Kerala	1 <sup>st</sup> November 2020 the "Kerala Piravy" Day

### 3) Pooling of Human Resources

Prof (Dr.) A.P Thomas presented a draft document to pool the

expertise of the Senior Citizens from various corners of the society. The meeting emphasized the benefits of using such a knowledge base to the University as well as the society. A committee, with the following members, is also formed to coordinate its activities.

<b>Committee Members</b>	
Director, IQAC (Convenor)	Prof (Dr) A.M Thomas
Prof.(Dr.) Joseph Tharamangalam	Prof.(Dr) Seethi K.M
Prof.(Dr.) Jayachandran.K	Prof.(Dr) Sherin Upot
Sri: Thiruvizha Jayasankar	Sri: P. Balachandran
Sri: Kottayam Veeramani	

4.To recommend & forward the reports of the IQAC on the CAS promotion along with the service files in respect of the following Teachers for required administrative action.

<b>Sl.No.</b>	<b>Name &amp; Department</b>	<b>Post to which CAS promotion is recommended.</b>
1	Dr. Sajimon Abraham, School of Management and Business Studies	Associate Professor (Stage IV) to Professor (Stage V)
2	Dr. Biju M.K, School of Management and Business Studies	Assistant Professor stage I to II
3	Dr. Muhamad Mustaffa.K, School of Behavioural Sciences	Assistant Professor Stage I to II
		Assistant Professor Stage II to III

#### 5.Human Rights Awareness Programme

National Human Rights Commission is giving financial assistance to Institutions to conduct basic training programme on Human Rights. The following faculty members are assigned to conduct these programmes

- Dr. Bijulal M.V, School of International Relations and Politics
- Dr. Arathi P.M, School of Indian Legal Thought

#### 6.NAAC Seven Criteria Committee Report

Report compiled by the seven committees on NAAC criteria needs a broader discussion so the report will be discussed later.

#### 7.Membership in International Bodies

To promote Internationalization of Education, we need membership in International bodies like Association of Commonwealth Universities and International Association of Universities. This will help students from our University to get admission in foreign Universities and vice versa. We have to pay yearly membership fee for getting membership. Meeting approved the proposal and authorized Director, IQAC to take steps in this regard.

#### 8.Modification of Web sites of Schools/ Centres

The data published in the websites of Schools / Centres is not Uniform with the one available in the University website. Many of the Schools are not using subdomain of the University website. Meeting approved the proposal that, every School / Centre is to use the sub domain available in the University website. The data available in the websites, if any, maintained directly by the Schools should be uniform with the data available in the subdomain of University website. Every Schools/Centres should ensure this.

*The meeting concluded at 1.45 pm*

Sd/-

Registrar

Sd/-  
Dr.Sabu Thomas  
VICE CHANCELLOR

<b>ATR OF THE MEETING OF IQAC HELD ON 24-08-2020</b>		
<b>SI No</b>	<b>Decision</b>	<b>Action Taken</b>
1	A wider discussion of each criteria is to be done with all the faculty members.	An online meeting in this regard was conducted on 02-09-2020
2	Copy of the report prepared by each committee is to be circulated among all the members of IQAC before the next discussion on this matter.	Copy of the report circulated
3	Infrastructure facilities in the Teaching Departments are to be improved using the Department Development Fund.	Departments asked to submit proposals.
4	The research activities should be done in accordance with the existing orders of the University and the research should contribute to the society.	Communication was sent to various schools and departments and also to research centres of the university to adhere with directives regarding the same.
5	Courses should be designed as multi-disciplinary as directed by the UGC.	Copy of minutes sent to all departments, centres and academics sections
6	Steps for the construction of studio are already initiated. Urgent steps to be taken for the completion of Studio	As per the directions, University engineer submitted a report regarding construction of the studio
7	Activities of Faculty club should be strengthened.	Faculty club formed with Dr. K Jayacahndran. As president Ref: Uo No:771/AD A 2/2021/MGU
8	More discussion platforms like "Ashta Dalam" are to be constructed at different locations of the campus.	University engineer directed to identify suitable locations and prepare estimate.
9	Usage of Library facilities is to be more popularized among students	Recommendation sent to the University Librarian to arrange awareness programmes for the students
10	Placement Cell is to be formed in every Departments.	Under progress
11	Sports infrastructure facilities to be enhanced.	Recommendations placed
12	Rectify the defects pointed out during the last	

	Assessment and Accreditation. A chart is to be prepared and identify the immediate steps to be taken.	Chart prepared.
13	Student Management system is to be developed.	Under progress.

  
DIRECTOR  
INTERNAL QUALITY ASSURANCE CELL

  
VICE-CHANCELLOR

